

PINELLAS COUNTY SCHOOLS
ACCOUNTS PAYABLE REPORT

SCHOOL: _____

FISCAL YEAR END DATE: _____

NAME OF VENDOR	INVOICE DATE	INVOICE NUMBER	ACTIVITY ACCOUNT NAME	AMOUNT OWED LESS THAN 30 DAYS	AMOUNT OWED MORE THAN 30 DAYS	TOTAL
TOTALS						

Note: At year end, this total must be reported on the financial statement

(SEE NOTE)

Signed: _____
BOOKKEEPER

Signed: _____
PRINCIPAL/DIRECTOR

PINELLAS COUNTY SCHOOLS
INSTRUCTIONS
ACCOUNTS PAYABLE REPORT

1. This report is completed if there are payments that are owed for merchandise or services that have been received and the expenditure is due to the vendor but has not been disbursed. If vendor invoice has not been received, provide an estimate of the amount that is owed.
2. This form is to be included in the year-end financial package, when accounts payable are owed.
If no accounts payable exist, note this on the year-end memo checklist.
3. Money due to the District is **NOT** to be included in the school's Accounts Payable Report.